

**TOWN OF DAVIE**  
**TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Giovanni Moss, Director, Housing and Community Development,  
954-797-1226

**PREPARED BY:** Burton Spiwak, Programs Specialist, Housing and Community  
Development

**SUBJECT:** Resolution authorizing the Housing and Community Development  
Department to provide Purchase Assistance services under the Town's Neighborhood  
Stabilization Program (NSP).

**AFFECTED DISTRICT:** Town Wide

**ITEM REQUEST:** **Schedule for Council Meeting**

**TITLE OF AGENDA ITEM:** PURCHASE ASSISTANCE SERVICES - A  
RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE TOWN  
OF DAVIE'S HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT TO  
PROVIDE PURCHASE ASSISTANCE SERVICES UNDER THE TOWN'S  
NEIGHBORHOOD STABILIZATION PROGRAM (NSP) AND PROVIDING FOR AN  
EFFECTIVE DATE.

**REPORT IN BRIEF:** The Town has been awarded \$2,316,292 Neighborhood  
Stabilization Program funds from the State Department of Community Affairs (DCA).  
These funds will be used to assist eligible home buyers to purchase and repair foreclosed  
and abandoned properties within the Town of Davie. On June 17, 2009, by Resolution  
No. R-2009-155, the Town Council approved the selection of a vendor to provide  
Purchase Assistance Services under the NSP Program. Due to the delay in formalizing an  
agreement with the vendor, the Housing and Community Development Department  
conducted some research to determine if administering the service in-house would be  
feasible and beneficial to the Town and its program applicants. Based on our research, the  
Housing and Community Development believes that the program's clients would be  
better served if the service was provided in-house with existing staff. This will allow for  
better control of the most critical component of the Town's NSP program. Additionally,  
administering this service in-house would provide a minimum \$40,000 savings in salary  
expenses to the Town's General Fund.

**PREVIOUS ACTIONS:** Resolution R-2009-71 approved on April 1, 2009 authorizing the Mayor to execute an Application and Housing Assistance Plan requesting \$2,316,292 in NSP funds; Ordinance 2009-13, approved on May 20, 2009 approved a budget amendment providing the funding for the NSP Program; Resolution R-2009-155, approved June 17, 2009 authorized the Town Administrator or his designee to negotiate an agreement between the Town and the Community Redevelopment Associates, Inc.

**CONCURRENCES:**

**FISCAL IMPACT:** Yes

Has request been budgeted? Yes

Additional Comments:

**RECOMMENDATION(S):** Motion to approve resolution

**Attachment(s):** Resolution

RESOLUTION \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE TOWN OF DAVIE'S HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT TO PROVIDE PURCHASE ASSISTANCE SERVICES UNDER THE TOWN'S NEIGHBORHOOD STABILIZATION PROGRAM (NSP) AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on April 1, 2009, by Resolution No. R-2009-71, the Davie Town Council authorized the Mayor to execute and submit an Application in the amount of \$2,316,292 and Housing Assistance Plan to the State Department of Community Affairs (DCA) for the Neighborhood Stabilization Program; and

WHEREAS, on June 17, 2009, by Resolution No. R-2009-155, the Town Council approved the selection of a vendor to provide Purchase Assistance Services under the NSP Program and authorized the Town Administrator or his designee to negotiate an agreement; and

WHEREAS, the Housing and Community Development Department has conducted additional research regarding this service and believes it would be beneficial to the Town and its applicants to conduct the service in-house; and

WHEREAS, the in-house delivery of Purchase Assistance services will save the Town a minimum of \$40,000 in General Fund salary expenses; and

WHEREAS, the Town of Davie believes that such an arrangement will be beneficial to all parties and will result in great benefit to the residents of the Town of Davie; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Housing and Community Development Department is hereby authorized to deliver and provide Purchase Assistance services under the Town's Neighborhood Stabilization Program.

SECTION 2. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2009

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2009

**Town of Davie  
Housing and Community Development  
Neighborhood Stabilization Program  
Purchase Assistance Services**

**Scope of Work**

The Housing and Community Development Office will provide all services associated with delivery of purchase assistance activities which shall include, but not be limited to the following:

- Identify and determine eligibility of prospective purchasers based upon criteria established under the Activity
- Assist purchaser(s) with completion of any application or other forms required to receive NSP grant approval for the purchase of the foreclosed single family property
- Provide grant approval for qualified and selected applicants
- Assist applicant Identify NSP eligible single family properties
- Preparation of detailed reports, invoices and bills (all invoices for payment shall contain adequate supporting material)
- Contract with a HUD approved Housing Counselor to provide pre-purchase counseling to eligible purchasers
- Hold at least three (3) public meetings to discuss and inform the public of NSP Purchase Assistance Activity
- Any and all other activities reasonably required to assist program applicants